

# **Frances J. Tolles Home Complex**

**44 Sullivan Street**

**Claremont, NH 03743**

**Phone - (603) 542-3070**

**E-Mail - Tolleshome@myfairpoint.net**

## **BOARD of TRUSTEES MEETING**

**Friday, May 17<sup>th</sup>, 2013**

### **Minutes**

1. Call meeting to order
  - A. Sign Roll – Wendy Moquin absent.
  - B. Establish quorum- Yes 6 Trustees present.
  - C. Approve agenda- Motion made by D. Yurek to approve the agenda as presented with amendment to add Executive session, Seconded by L. Mentello. Motion passed.
  
2. Chairperson's Notes – R. Vinduska spoke to the Board about going forward with a retreat and a possible facilitator. She asked if we should put together a Sub Committee if there was interest.
  
3. Secretary's Report –March 15<sup>th</sup> 2013 Trustee Minutes where presented for approval. Motion to accept Minutes with corrections was made by V. Landry and seconded by L. Mentello. Motion passed.
  
4. Treasurer's Report – Vicki Landry presented March and April financials for Trustees review. Review tabled until June mtg so Trustees have more time to review. Trustees asked V. Landry to bring in a listing of accts to the next mtg to be reviewed for possible consolidation.
  
5. Site Manager's Report – K. McAllister presented a written report. Motion to accept the Site Managers report as written was made by A. Raymond and Seconded by D. Yurek. Motion Passed.
  
6. Public Comment – No Public in attendance.
  
7. Old Business
  - A. Summer Facilities project combination RFP review:  
The Sub Committee comprised of D. Yurek, V. Landry, L. Mentello and A. Raymond presented to the Board that they met and reviewed 4 RFP's.  
From:
    1. Griffin Construction LLC for \$118,040.00
    2. Upland Construction for \$125,626.00
    3. Trumble-Nelson Construction Co., Inc. for \$140,900.00
    4. Kelly Construction Co., Inc for \$178,599.00The Committee reported that they had narrowed down the RFP's to two, Griffin Construction LLC and Upland Construction. Representatives from the two were invited to the mtg to review their RFP and answer any questions.

*Board approved 06/21/2013*

## **Frances J. Tolles Home Complex**

**44 Sullivan Street**

**Claremont, NH 03743**

**Phone - (603) 542-3070**

**E-Mail - Tolleshome@myfairpoint.net**

After review and questions –Motion to Contract the services of Griffin Construction LLC for the 2013Maitenance Projects RFP as proposed with Contract to follow was made by A. Raymond and seconded by V. Landry. Motion passed.

Executive Session: Motion to go into Executive Session was made at 9:48 by V. Landry and Seconded by D. Yurek. Motion passed

Motion to go exit Executive Session was made at 10am by V. Landry and Seconded by D. Yurek. Motion passed.

### 8. New Business

A. Summer activities budget. - K. McAllister requested a budget amount for this summer's Tenant activities. K. McAllister reported that at the Tenant mtgs it was discussed that they were not interested in the Cruise or Playhouse but would like to go to lunch out once a month. They also would like to do the Pizza /Birthday lunch monthly to celebrate all who's Birthday is in that month.

Motion to approve a \$1000.00 summer activities budget was made by D. Yurek and seconded by V. Landry. Motion passed.

9. Adjournment –Motion to adjourn at 10:45 was made by D. Yurek and seconded by V. Landry.

Next Trustee mtg. scheduled for June 21<sup>st</sup> 2013 @ 8:00 in the Tolles home living room.